



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Glenn Blanchard, *Vice President*
Timothy O'Donnell, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

**TOWN MEETING AGENDA
SPECIAL MEETING – FY2019 BUDGET
APRIL 15, 2019 – 7:30 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: Tuesday April 16, 2019 at 7:30 p.m. (Town Office)
Town Council Meeting: Monday May 6, 2019 at 7:30 p.m. (Town Office)

4. MEETING ITEMS

- A. COMMISSIONER COMMENTS
- B. MAYOR'S COMMENTS
- C. PUBLIC COMMENTS
- D. ADMINISTRATIVE BUSINESS: NONE
- E. AGENDA ITEMS (DETAILS ATTACHED)
 - I. Approval of a Bid to Purchase a New Town Car for Consideration.
 - II. Presentation and Review of the Fiscal Year 2020 Town Budget.
- F. SET AGENDA FOR NEXT MEETING: MAY 6, 2019

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. AGENDA ITEMS:

Agenda Item I. Approval of a Bid to Purchase a New Town Car for Consideration:
 Presentation at meeting by Mayor Briggs and town staff.

RECOMMENDATION: Mayor Briggs and town staff recommend the 2019 Chevrolet Volt from Criswell Chevrolet (Thurmont, MD) for \$33,555.00 with a federal tax credit of \$3,750.00 (price includes tax credit).

2019 Chevrolet Bolt EV
(Total Electric)

DEALER	PRICE	WARRANTY Electric/Hybrid	MILEAGE PER CHARGE	COMMENTS
Criswell Chevrolet Thurmont, MD	\$38,141.00	8 years/ 100,000 miles	238	Front Wheel Drive
Fitzgerald Auto Mall Frederick, MD	\$34,408.00	8 years/ 100,000 miles	238	Front Wheel Drive
Wantz Chevrolet Taneytown, MD	\$35,746.00	8 years/100,000 miles	238	Front Wheel Drive

***Federal Tax Credit on this model \$3,750.00 until 9/30/19.**

***Full charge nine hours @ 240-volt feed.**

2019 Chevrolet Volt EV
(Plug-In Hybrid)

DEALER	PRICE	WARRANTY	MILEAGE PER CHARGE	COMMENTS
Criswell Chevrolet Thurmont, MD	\$33,555.00	8 years/100,000	53 Electric/420 miles on a full tank of gas. 42 mpg	Front Wheel Drive
Fitzgerald Auto Mall Frederick, MD	\$31,689.00	8 years/100,000	53 Electric/420 miles on a full tank of gas. 42 mpg	Front Wheel Drive
Wantz Chevrolet Taneytown, MD	Cannot order any more Volts.			

***Federal Tax Credit on this model \$3,750.00 until 9/30/19**

***Full charge 4.5 hours @ 240-volt feed.**

***Federal Tax Credit on this model is \$4,609.00**

2019 Ford Fusion
(Plug-In Hybrid)

DEALER	PRICE	WARRANTY	MILEAGE PER CHARGE	COMMENTS
Century Sales Mt. Airy, MD	\$35,590.00	8 year/100,000 miles	103 mpg on electric & gas, 42 on gas only.	Front wheel drive
Hagerstown Ford Hagerstown, MD	\$34,882.00	8 year/100,000 miles	103 mpg on electric & gas, 42 on gas only.	Front wheel drive
The Frederick Motor Company Frederick, MD	\$32,515.00	8 year/100,000	103 mpg on electric & gas, 42 on gas only.	Front wheel drive

***Ford will be discontinuing this model and concentrating on trucks, utility vehicles and commercial vehicles.**

***Full charge 2.6 hours @ 240-volt feed.**

*** Ford does not make an all-electric vehicle.**

Agenda Item II. Presentation and Review of the FY2020 Town Budget: Presentation at meeting by Mayor Briggs and town staff.

FY20 Financial Budget Summary

Revenues

1. Tax Rate for Real Estate Taxes is to remain at the current rate of .36 per \$100 assessed.
2. State Highway Funds will be \$131,782. Overall FY20 budgeted funding \$27,488 higher than FY19.
3. Awaiting word on County Tax Equity funding. Notice should be coming in next week or so. FY19 budgeted amount was \$422,288.
4. Town budgeted Service Charge revenues are slightly higher this FY, up \$6,000. Going from \$226,700 to \$232,700.
5. Budgeted General Fund revenues will increase by \$79,878 or 4.3% over last FY. Going from \$1,832,039 to \$1,911,917.
6. Water revenues are budgeted slightly lower this year at \$555,810. FY19 budget was \$558,500. Areas budgeted slightly lower are utility charges & tap fees. An area budgeted higher is interest revenue due to increasing bank interest rates.
7. Sewer revenues are also budgeted slightly lower this year at \$1,060,250. FY19 budget was \$1,061,000. As with Water, areas budgeted slightly lower are utility charges & tap fees. Again, an area budgeted higher is interest revenue.

Human Resources

1. Town Management recommends that staff be given a step increase with a 2% cost of living adjustment for FY20.

*(FY18 did not receive COLA increase - actually 1.33% over 3 year period)
(US Bureau of Labor Statistics reports nationwide Consumer Price Index increased by 1.5% for the 12 month period ending February 2019)*
2. Total budgeted salaries for FY20 is \$876,954. Up \$11,667 from the prior FY of \$865,287. This is a 1.35% increase over last year's total budgeted amount.

Expenses

1. Budgeted General Fund expenses before Capital Funds transfer is increased by \$89,417 or 6%. Total budgeted general cost went from \$1,600,020 to \$1,689,437 before Capital Funds transfer. Areas of increase are seen in legislative, police, refuse, & parks departments.
 2. Capital Funds transfer for FY20 will be \$222,480 down from FY19 of \$232,019.
 3. Budgeted Water Fund expenses is decreased by \$5,512 or 1%. Total budgeted Water Fund cost went from \$589,422 to \$583,910.
 4. Budgeted Sewer Fund expenses is increased by \$21,858 or 3%. Total budgeted Sewer Fund cost went from \$725,655 to \$747,513.
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Final Note

Town staff, with direction from the Town Manager, has been looking into better return opportunities for the Town's cash reserves. We are perusing higher rates of returns with local banks in the area. Our intention is to move a portion of the cash reserves into a higher rate of return in the near future.

E. SET AGENDA FOR NEXT MEETING: MAY 6, 2019

1. Fiscal Year 2020 Budget for Discussion and Possible Consideration.

2.

3.

Administrative Business:

A.

B.